

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-4622



September 8, 1981

ALL COUNTY INFORMATION NOTICE No. 1-112-81

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IHSS PAYROLL SYSTEM, COUNTY ASSIGNMENTS

REFERENCE:

This notice is to advise you that the State Department of Social Services (DSS), IHSS Systems Management Unit has a new staff member, Joe Alarcon. Consequently, there have been some changes in county assignments.

This notice supersedes All-County Information Notice I-47-81 and provides you with a new list of County assignments. Counties which have questions concerning the Payroll System should contact their assigned consultant at 744 P Street, Mail Station 4-164; Sacramento, CA 95814; Phone (916) 323-0270 or ATSS 473-0270.

Sincerely,


CLAUDE E. FINN
Deputy Director
Administration

Attachment

IHSS PAYROLL SYSTEM, COUNTY ASSIGNMENTS

JOE ALARCON

Butte
Colusa
Fresno
Glenn
Inyo
Kern
Kings
Lake
Madera
Marin
Mendocino
Mono
Sonoma
Tehama
Tulare

P.J. HOSANG

Del Norte
Humboldt
Lassen
Modoc
Napa
Plumas
Sacramento
Shasta
Siskiyou
Solano
Sutter
Trinity
Yolo
Yuba

JAMES HENRIQUES

Alameda
Contra Costa
El Dorado
Monterey
Nevada
Placer
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Sierra
Ventura

JIM PADREZ

Alpine
Amador
Calaveras
Imperial
Los Angeles
Mariposa
Merced
Orange
Riverside
San Bernardino
San Diego
San Joaquin
Stanislaus
Tuolumne

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-9537



September 8, 1981

ALL-COUNTY INFORMATION NOTICE I-111-81

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: USDA/OIG HIGH-IMPACT AUDIT IN CALIFORNIA

REFERENCE:

Since September 1980, the Office of Inspector General (OIG), United States Department of Agriculture (USDA) has been conducting a statewide audit of the Food Stamp Program in California.

A special emphasis in the OIG audit has been the use of computerized county master file and redemption tapes, which have been matched internally within counties as well as matched against computer tapes from other sources.

To date, matches have been made to identify the following:

1. Duplicate Social Security Numbers (SSN), within counties and from county to county;
2. Duplicate dates of birth of persons with same first and last names;
3. Duplicate redemptions by same household;
4. Unmatched ATPs (redemption data matched to master file authorization data);

OIG preliminary findings indicate potential problems in all of the above areas.

In addition, the following two issuance and reconciliation problems have been uncovered:

1. The failure of some computer systems to identify stale-dated ATPs; and
2. Inadequate security measures relating to storage and control of ATPs.

OIG has pulled statistically reliable case file samples to validate the above preliminary findings and has also been conducting the following additional computer matches for which we have no preliminary information:

1. Federal employees payroll (including USPS employees);
2. Earnings clearance match;
3. SSN validation;
4. United States Navy personnel match;
5. SDX match;
6. Social Security Payment match against unearned income;
7. Veteran affairs benefits;
8. Out-of-county addresses;
9. Redemptions by issuance agents; and
10. County personnel matches.

Although the OIG findings are preliminary, there is concern that an attempt may be made to use final findings as a basis for fiscal sanctions against the state and counties. Management Evaluation (ME) staff as well as the Food Stamp Program Operations Bureau staff will be reviewing the following areas on a county-by-county basis. I urge each county to review its operating systems and procedures in these areas also to prevent the above-mentioned problems.

- (1) The county welfare department is financially liable for all food coupons distributed to it and its agents and is responsible for insuring that adequate storage facilities are provided for the coupons. 63-601.3
- (2) The HIR master file must contain all information needed to identify certified households, issue ATPs, and record the participation activity for each household. 63-602.231
- (3) The HIR master file shall be kept current and accurate. 63-602.232
- (4) Before establishing a record for a participant household, the county shall check the HIR master file to insure that the household is not currently participating or disqualified. 63-602.233 (Counties are encouraged to perform this check by Social Security Number, name, date of birth and address wherever possible.)
- (5) The county shall post and reconcile all transacted ATPs against the HIR master file. The county shall merge the records of the manually prepared initial, supplemental, and replacement ATP issuances with the HIR master file prior to posting and reconciling the transacted ATPs. 63-706.14
- (6) The county shall use transacted ATP cards to record participation in the HIR master file. 63-706.34

- (7) The county shall reconcile transacted ATP cards with the HIR master file to identify altered, duplicate, counterfeit and stolen ATP cards. 63-706.35
- (8) ATP cards redeemed by over-the-counter issuance units after the end of the month in which the ATP cards expire...shall be treated as cashier error for which the county (or agent) is liable. 63-706.4

Your continued support and interest in effectively administering the Food Stamp Program is appreciated. Should you have any questions, please contact your Food Stamp Program Operations Bureau (FSPOB) analyst.

Sincerely,



KYLE S. McKINSEY
Deputy Director
Welfare Program Operations

cc: CWDA